

Surveyor

DESCRIPTION OF MAJOR SERVICES

The services provided by the Surveyor Division include promoting and ensuring that sound surveying practices are utilized for project development in the county and ensuring that maps and plans conform to the conditions of approval, local ordinances, standards for development, and state laws. The Surveyor Division is composed of two functions: office mapping and field survey services. The office mapping section is responsible for the review of subdivision maps as prescribed by state law, preparation of legal descriptions and maps for other county departments, and assisting the public in matters relating to land boundaries. The field section performs boundary and construction surveys primarily for other county departments and is responsible for perpetuation of controlling survey monuments.

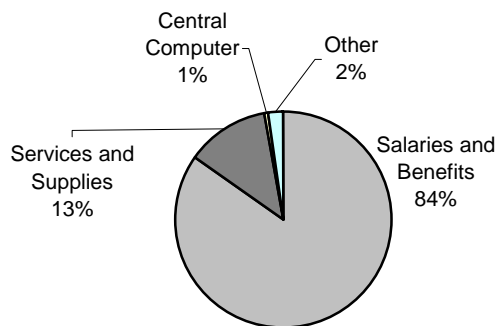
BUDGET AND WORKLOAD HISTORY

	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	3,291,928	3,613,235	3,281,197	3,992,079
Departmental Revenue	3,067,929	3,563,358	3,252,828	3,792,569
Local Cost	223,999	49,877	28,369	199,510
Budgeted Staffing		42.4		41.9

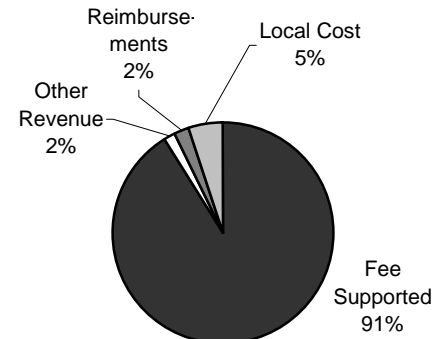
Workload Indicators

Final Maps	28	28	32	30
Parcel Maps	101	110	109	106
Records of Survey	270	270	272	270
Corner Records	1,259	1,500	1,200	1,200

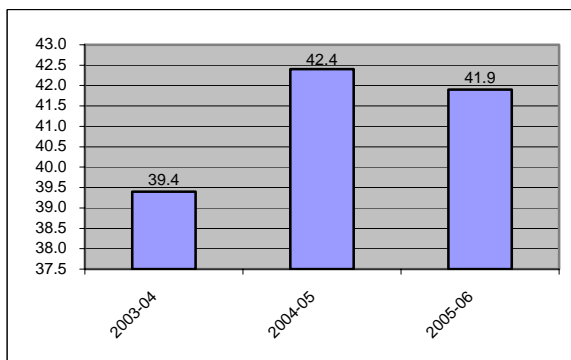
2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



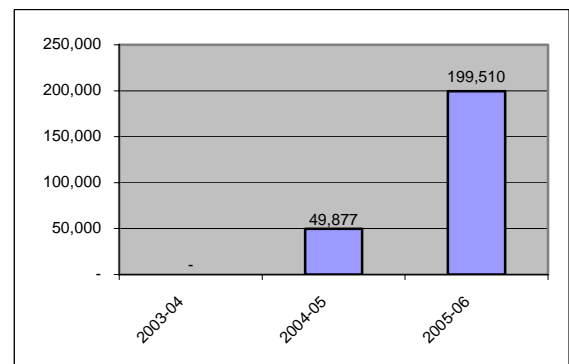
2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART



2005-06 LOCAL COST TREND CHART



GROUP: Econ Dev/Public Svc
DEPARTMENT: Public Works - Surveyor
FUND: General

BUDGET UNIT: AAA SVR
FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	2,907,910	3,142,335	397,859	-	3,540,194	(84,894)	3,455,300
Services and Supplies	342,135	442,824	(3,454)	-	439,370	79,333	518,703
Central Computer	18,375	18,375	3,167	-	21,542	-	21,542
Equipment	23,000	23,000	-	-	23,000	(23,000)	-
Transfers	60,701	58,635	-	-	58,635	28,021	86,656
Total Exp Authority	3,352,121	3,685,169	397,572	-	4,082,741	(540)	4,082,201
Reimbursements	(70,924)	(71,934)	-	-	(71,934)	(18,188)	(90,122)
Total Appropriation	3,281,197	3,613,235	397,572	-	4,010,807	(18,728)	3,992,079
Departmental Revenue							
Current Services	3,164,910	3,503,358	247,939	-	3,751,297	(28,728)	3,722,569
Other Revenue	87,918	60,000	-	-	60,000	10,000	70,000
Total Revenue	3,252,828	3,563,358	247,939	-	3,811,297	(18,728)	3,792,569
Local Cost	28,369	49,877	149,633	-	199,510	-	199,510
Budgeted Staffing		42.4	2.0	-	44.4	(2.5)	41.9

In 2005-06 the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases and will incur decreased costs in risk management insurance and computer printing costs. In addition, this budget unit included an estimated increase in salaries and benefits related to the pending negotiations, as this cost is financed by departmental revenues. These costs are reflected in the Cost to Maintain Current Program Services column. Also reflected in this column is full year funding for ongoing maintenance of the GIS Parcel Basemap, which is equivalent to an increase in budgeted staffing of 2.0 positions. This action was approved by the Board as part of the 2004-05 budget adoption.

DEPARTMENT: Public Works - Surveyor
FUND: General
BUDGET UNIT: AAA SVR

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and Benefits	(2.5)	(84,894)	-	(84,894)
* Re-establish 1.0 Survey Division Chief (\$133,776) and delete 1.0 vacant Land Surveyor (\$79,932) due to a reorganization within the Surveyor Division. * Add 1.50 PSE (\$39,674) to assist with maintenance of the GIS Parcel Basemap, partially offset by the deletion of a 0.5 extra help Engineering Tech V (\$27,103). * Delete 2.0 vacant Engineering Technician II positions to reduce the size of field survey crews (\$105,352). This deletion will not have an impact on the Division's map processing function. * Reduce appropriations by \$123,279 to defund 1.5 vacant positions that were added to the Surveyor Division's budget in FY 2004/05 but are no longer needed. * Allow \$22,322 increase for step advancements due in FY 05/06, as well as an additional \$12,000 for termination benefits. * Increase appropriations by \$43,000 for the continued services of staff utilized from another divisions within Public Works to assist with map workload.				
2. Services and Supplies		79,333	-	79,333
* Increase by \$49,900 for the Information Services Department's continued development of the document imaging system and geographic index system interface. * Increase by \$11,560 primarily to allow for the purchase of COGO/CAD surveying software to increase the efficiency of map checkers and reduce customers' costs. * Allow for increased COWCAP charges, \$38,451. * Decrease (\$20,578) primarily for reduced Vehicle Services mileage charges for county vehicles used in conjunction with performing surveys.				
3. Equipment		(23,000)	-	(23,000)
Reduce appropriations for a Global Positioning System base unit (\$23,000) purchased in FY 04/05. No new equipment purchases expected for FY 05/06.				
4. Transfers		28,021	-	28,021
Increase for the Surveyor's share of the Public Works Department's costs, primarily due to computer services staffing change and computer services change in the methodology used for distributing its costs.				

SCHEDULE A Continued



DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
5. Reimbursements Increase reimbursements from the Department of Public Works/Transportation Division for services performed by the Surveyor Division.		(18,188)	-	(18,188)
6. Current Services Revenue * Increase revenue by \$57,790 for the review of subdivision maps, preparation of legal descriptions and maps, and processing Offers of Dedications/Easements. * Increase revenue from field surveys by \$37,957 based upon requests from other county departments. * Increase revenue by \$177,845 for performing retracement or re-monument surveys funded by the Survey Monument Preservation Fund. * Reduce available financing (\$302,320) from the Information Services Department for the quality control and establishment of survey control points related to the development phase of the GIS Parcel Basemap.		-	(28,728)	28,728
7. Other Revenue Increased revenue from taxable and other sales to the public based upon prior year actual revenues and current year-end estimates.		-	10,000	(10,000)
Total	(2.5)	(18,728)	(18,728)	-

DEPARTMENT: Public Works - Surveyor
FUND: General
BUDGET UNIT: AAA SVR

SCHEDULE C

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Microfiche/Microfilm Prints and Electronic Images of Maps Increase microfiche and microfilm print fees, Section 16.0228, in order to correspond with the County Recorder's existing fees. Separately identify the fee for electronic map images in order to be in alignment with the County Recorder's proposed fee. If approved, net revenues would increase by \$7,257.	-	7,257	7,257	-
2. Hourly Charge Rates Change Surveyor hourly charge rates, Section 16.0228B, from an hourly rate that is dependent upon an employee's classification, to a single, \$110 per hour charge for the services of any employee classification within the Surveyor Division. This is to be more consistent with other counties in Southern California and to provide for a more consistent billing approach. If approved, there would be no significant impact to the Surveyor's budget.	-	-	-	-
3. Parcel Maps Change the flat (average cost) fees for checking parcel maps, Section 16.0215B, to a more equitable approach of requiring a \$3,000 deposit with a charge rate of \$110.00 per hour. Changing these fees to an hourly rate would increase the cost to those customers that submit poor quality, difficult survey area, or complex maps, but would reduce the cost to those customers submitting simple maps. Any unused portion of the deposit would be refunded to the depositor of record. If approved, there would be no significant impact to the Surveyor's budget.				
4. Preparation of Maps and Legal Descriptions The Surveyor's fee to the private sector for the preparation of maps and legal descriptions, Section 16.0215B, currently is \$495. However, the Surveyor charges county customers on an hourly basis. For uniformity, the Surveyor requests to change the \$495 flat fee charged the private sector to that of requiring a \$750 deposit, with an hourly charge rate of \$110.00. Any unused portion of the deposit would be refunded to the depositor of record. If approved, there would be no impact to the Surveyor's budget, as this service is currently provided primarily to county customers.				
5. Deferred Monumentation Cash Security Deposit Restructure and increase the cash security deposit required for subdivisions, Section 16.0215B, in order to adequately cover potential expenses in the event that the County Surveyor must set monuments when a surveyor is unable to perform, or must pay the land surveyor when the developer fails to cover the expense. Since this relates to cash security deposits which are usually refunded to depositors, there typically would be no impact to the Surveyor's budget.				
Total	-	7,257	7,257	-

